

TITLE

ASSISTANT CODE ENFORCEMENT OFFICER

ORGANIZATION

This position is in the Code Enforcement Office of the City Government, appointed by the Mayor with the advice and consent of the City Council.

DUTIES

Under The direction of the Code Enforcement Office, administer and enforce the Zoning, Building, Nuisance, Electrical, and Flood Plain codes. Perform other duties as assigned by the Code Officer.

DESCRIPTION

Incumbent shall:

- (A) Following up on all incoming property maintenance complaints by personally inspecting the subject of the complaint;
- (B) Mailing or hand delivering all property maintenance notices, and following up on these notices.
- (C) Locating the resident and/ or property owner of each complaint via tax records and/ or Murphysboro Police Department.
- (D) Issuance of second notices when necessary.
- (E) Filling out complaint inspection reports for files.
- (F) Filling out citations, and delivering said citations.
- (G) Obtaining necessary information regarding the resident and/ or property owner from the Water Billing Office, Courthouse, Police Department and Post Office.
- (H) Doing routine neighborhood inspections regarding property maintenance conditions and violations.

- (I) Updating and maintaining all property maintenance files.
- (J) On occasion when required, obtain information from and work with Jackson County Health Department & Jackson County Housing Authority regarding County and State procedures.
- (K) Doing requested housing inspections and filling out the inspection reports.
- (L) Follow up on junk car complaints, fill out junk car notices and make necessary copies of notices, mail notices, and do required follow ups on said notices, report to the Police Chief informing him of the situation when the notices expire.
- (M) When in office you will be required to answer the phone, assist with customers, provide proper permits and information.
- (N) Other duties as requested by Supervisor.

QUALIFICATIONS

Technical:

Incumbent shall have better than average experience in one or more of the construction fields. Incumbent shall have the ability to read and interpret technical documents and drawings and have sufficient verbal and written skills to express that interpretation to others in English.

Physical:

Incumbent must be in good health and able to climb ladders, crawl in close spaces, drive a vehicle, and lift objects up to fifty (50) pounds. Incumbent will be exposed to extremes of weather, noxious fumes, insects, rodents, reptiles, pollen, mold, dust and animal dander.